

RECORD KEEPING REQUIREMENTS

All meals and rooms tax operators are required to keep sufficient records to substantiate their reported receipts. These records must include properly dated source documents, and the summary documents used to calculate the tax due. As required by Rev. 706.01, operators must maintain for a minimum of three (3) years; all records including the meals and rooms tax worksheet or a hard copy of the PCFILING, guest checks/registration cards, cash receipts/sales journal, cash disbursement/purchases journal, general ledger, payroll records, cash register tapes, bank records and any other source documents required to support entries in an accounting record as either taxable or non-taxable sales. Operators whose sales include non-taxable items must keep adequate records to substantiate non-taxable sales or all sales will be considered taxable. [Rev. 706.01]

FAILURE TO MAINTAIN ADEQUATE RECORDS

Failure to keep adequate records may result in the loss of any 3% commissions taken, the assessment of a 10%, 25% or 50% penalty on any additional tax due and/or the suspension/revocation of operator's license.

3% COMMISSION REQUIREMENT

Per RSA 78-A:7,III operators are permitted to take a commission equal to 3% of the tax due if they meet all of the following requirements: (1) keep the prescribed records (see above), (2) file the return timely, (3) pay the tax due timely and (4) have no outstanding prior balance due for tax, interest and/or penalties and (5) follow the appropriate method of filing.

WORKSHEET SAMPLE

*If in January, 1999 your income and tax are as follows, then you would fill in the worksheet as indicated below, using **WHOLE DOLLARS ONLY**.*

RECEIPTS FROM MEALS AND BEVERAGES

	<u>Income</u>	<u>January</u>	<u>NOTE</u>
1 Tax Excluded Receipts.....	\$27,000.00	<input type="text" value="27,000"/>	TELEFILE users will enter Lines 5, 9 and 18 on the Telefile system.
2 Meals Tax at 8% (Line 1 multiplied by .08).....		<input type="text" value="2,160"/>	
3 Tax Included Receipts.....	\$14,000.00	<input type="text" value="14,000"/>	
4 Meals Tax at 7.41% (Line 3 multiplied by .0741).....		<input type="text" value="1,037"/>	
5 Total Meals Tax (Line 2 plus line 4).....			<input type="text" value="3,197"/>

RECEIPTS FROM RENTALS

6 Rental Receipts.....	\$10,100.00	<input type="text" value="10,100"/>	
7 Permanent Resident Receipts	\$100.00	<input type="text" value="100"/>	
8 Taxable Rental Receipts (Line 6 minus line 7).....		<input type="text" value="10,000"/>	
9 Total Rental Tax (Circle rate used. Multiply line 8 by <u>.08</u> or .0741).....			<input type="text" value="800"/>
10 Total Tax (Line 5 plus line 9).....		<input type="text" value="3,997"/>	

ADDITIONS AND DEDUCTIONS

11 Commission (See 3% Commission Requirement. Line 10 multiplied by .03).....		<input type="text" value="120"/>	
12 Advanced Payment or Credit Memo.....		<input type="text"/>	
13 Total Deductions (Line 11 plus line 12).....		<input type="text" value="120"/>	
14 Interest (See instructions).....		<input type="text"/>	
15 Penalty for Late Payment (See instructions).....		<input type="text"/>	
16 Penalty for Late Filing (See instructions).....		<input type="text"/>	
17 Total Additions (Sum of lines 14, 15 & 16).....		<input type="text"/>	
18 Total Payment Due (Line 10 minus line 13 plus line 17).....			<input type="text" value="3,877"/>
19 Tax Exempt Meals and Rooms Receipts (e.g. federal, state & local government employees).....		<input type="text" value="- 0 -"/>	

STATE OF NEW HAMPSHIRE

BUSINESS NAME _____

LICENSE NUMBER

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THIS WORKSHEET MUST BE COMPLETED PRIOR TO FILING THE

PIN NUMBER

Enter PIN Number on Telefile

Telefile Telephone Number (603) 271-1000

For the month of

Filing due date

01/1999	02/1999	03/1999	04/1999	05/1999
02/16/1999	03/15/1999	04/15/1999	05/17/1999	06/15/1999

Payment authorized on line 18 will be debited from your

RECEIPTS FROM MEALS AND BEVERAGES

1	Tax Excluded Receipts				
2	Meals Tax @ 8% (Line 1 multiplied by .08)				
3	Tax Included Receipts				
4	Meals Tax @ 7.41% (Line 3 multiplied by .0741)				
5	TOTAL MEALS TAX (Line 2 plus line 4)				

RECEIPTS FROM RENTALS

6	Rental Receipts				
7	Permanent Resident Receipts				
8	Taxable Rental Receipts (Line 6 minus line 7)				
9	TOTAL RENTAL TAX (Circle rate used) (Line 8 multiplied by .08 or .0741)				

10	TOTAL TAX (Line 5 plus line 9)				
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ADDITIONS AND DEDUCTIONS

11	Commission (Line 10 multiplied by .03. See 3% commission requirement on page 4.)				
12	Advanced Payment or Credit Memo				
13	TOTAL DEDUCTIONS (Line 11 plus line 12)				

14	Interest (See instructions)				
15	Penalty for Late Payment (See instructions)				
16	Penalty for Late Filing (See instructions)				
17	TOTAL ADDITIONS (Sum of lines 14, 15 & 16)				

18	TOTAL PAYMENT DUE (Line 10 minus line 13 plus line 17)				
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19	TAX EXEMPT MEALS AND ROOMS RECEIPTS (See instructions)				
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01/1999	02/1999	03/1999	04/1999	05/1999
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THE TELEFILE SYSTEM WILL PROVIDE A CONFIRMATION NUMBER TO VERIFY THE

20	CONFIRMATION NUMBER				
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MEALS & ROOMS TAX WORKSHEET

1999

LICENSE NUMBER

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N.H. MEALS AND ROOMS RETURN AND MUST BE RETAINED FOR THREE YEARS.

Telefile Telephone Number (603) 271-1000

06/1999	07/1999	08/1999	09/1999	10/1999	11/1999	12/1999	TOTAL
07/15/1999	08/16/1999	09/15/1999	10/15/1999	11/15/1999	12/15/1999	01/18/2000	1999

account the next business day after the filing due date above.

RECEIPTS FROM MEALS AND BEVERAGES

1							
2							
3							
4							
5							

RECEIPTS FROM RENTALS

6							
7							
8							
9							

10							
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ADDITIONS AND DEDUCTIONS

11							
12							
13							

14							
15							
16							

17							
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18							
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19							
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06/1999	07/1999	08/1999	09/1999	10/1999	11/1999	12/1999	1999
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TRANSACTION. PLEASE ENTER THE NUMBER IN THE APPROPRIATE SPACE BELOW.

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